

What Documents do I Need to Complete my Payroll Packet?

A “List A” document, or a “List B” and “List C” document.

Bring your ID’s to a payroll packet session and Right Track staff can make copies for you.

If you don’t have these, take a look at the [Official I-9 List of Acceptable Documents](#).

List A



Passport
Must be Current!
Cannot be expired!

or



Permanent Resident Card
Must be Current!
Front and Back Copy.

Helpful Hints!

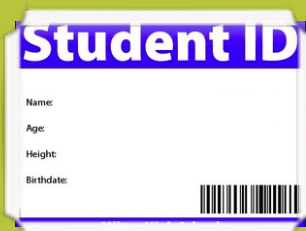
- If you have a document from List A, that’s all you need!
- If not, you’ll need a document from List B and List C.

List B



State ID/Permit/License
Current – not expired!
Front and Back copies. Include F & B Copy of “yellow papers” if expired.

or



Student ID Card
From current School Year. Front and Back copies.

or

ONLY if Under 18



School Report/Summary
From current school year, and if you are under 18 years of age.

and

List C



Social Security Card
Must be SIGNED and include a copy of the front and back sides.

or



Birth Certificate
Front and Back copies of a certified Birth Certificate.

Don’t Forget!

- Right Track can make copies of your ID’s at the payroll packet sessions. If you don’t go to a session, you will need to submit front and back copies of each document with your payroll packet.
- ID’s must be current (cannot be expired).
- Social Security Cards need to be signed!